

DIRECT CERTIFICATION: PROCEDURES, USE, AND UPDATES

July 2022



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WHAT DOES THE DIRECT CERTIFICATION USER DO?

- Access the portal to pull the 4 match reports throughout the school year
- Ensure all exact matches are coded correctly in eSchool and Point of Service system
- Check for students that should receive extended benefits based on exact matches
- Check all high probability and low probability students in the instant match feature
- Check newly enrolled students into the exact match feature



ACCESSING THE PORTAL

Each district may have up to two people with access to the portal.

- Need access to the portal? Not sure who your assigned user is?
 - Visit the CNU webpage for instructions.

Step 1:

GO TO THE CNU WEBSITE:

<https://dese.ade.arkansas.gov/Offices/child-nutrition-unit ->



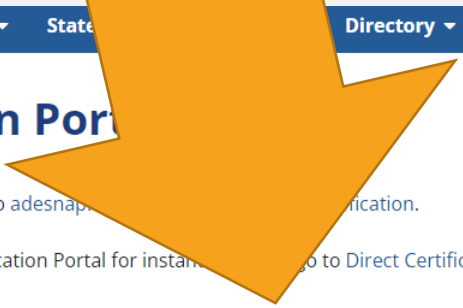
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- Step 2:

CLICK TO DIRECT
CERTIFICATION
PORTAL TAB

Child Nutrition Unit	
Meal Pattern	
Unpaid Meal Charges	
Engagement	
Wellness	
About Us	
Administrative Review	▼
CN Related Commissioner's Memos	
Civil Rights	
Data Requests	
Direct Certification Portal	
Food Service Management Companies	
Forms	
Guidance	
Important Information	▼
Direct Certification Resource Roundup	

Step 3: Click on the Direct Certification Portal Access Instructions and follow the steps provided.



The image shows a screenshot of a website with a blue header and a left sidebar. The header contains navigation links: About, Stakeholders, State, Directory, Tools, and Search. The sidebar lists various units and topics under the heading 'Child Nutrition Unit'. The main content area is titled 'Direct Certification Portal' and contains several paragraphs of text with hyperlinks. A large orange arrow is overlaid on the page, pointing from the top right towards the 'Direct Certification Portal Access Instructions' link in the third paragraph.

Child Nutrition Unit

- Meal Pattern
- Unpaid Meal Charges
- Engagement
- Wellness
- About Us
- Administrative Review
- CN Related Commissioner's Memos
- Civil Rights

Direct Certification Portal

To access the Direct Certification Portal, go to [adesnap](#) for Direct Certification.

To upload a secure file into the Direct Certification Portal for instance, go to [Direct Certification File Upload Template](#).

To obtain security access to Direct Certification Portal, go to [Direct Certification Portal Access Instructions](#).

To access slides on the Direct Certification Portal procedures, use, and updates, go to [Direct Certification Slides](#).

To access the User Guide for Direct Certification Portal Slides, go to [AEDC User Guide 2014 For School District Users](#).

Once security access has been obtained, log in under the 1st link listed on the Direct Certification Portal page.

Direct Certification Portal

To access the Direct Certification Portal, go to

CLICK HERE TO LOG IN

To upload a secure file into the Direct Certification Portal for instant matches, go to [Direct Certification File Upload Template](#).

To obtain security access to Direct Certification Portal, go to [Direct Certification Portal Access Instructions](#).

To access slides on the Direct Certification Portal procedures, use, and updates, go to [Direct Certification Slides](#).

To access the User Guide for Direct Certification Portal Slides, go to [AEDC User Guide 2014 For School District Users](#).

Log in page:

→ ↻ snap.ade.arkansas.gov

[Arkansas.gov](#) [Agencies](#) [Online Services](#) [State Directory](#)



Arkansas Department of Education
Child Nutrition Unit
Direct Certification

Log In

User name

Password

☐ Remember me?

Homepage:

← → ↻ snap.ade.arkansas.gov/Home/Index

ADE DC Arkansas.gov Agencies Online Services State Directory Help Log Off



Match Reports User Guide Maintain Facilities

Direct Certification

This is a government computer system and is the property of the Arkansas Department of Education. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Close Browser session IMMEDIATELY if you do not agree to the conditions stated in this warning.

Step 1: Click 'Reports'

Step 2: Click first link

The screenshot shows the website for the Arkansas Department of Education's Child Nutrition Unit. At the top, there is a navigation bar with links for 'ADE', 'as.gov', 'Agencies', 'Online Services', 'State Directory', and 'Help'. Below this is a large banner featuring a group of diverse children on the left, the text 'Arkansas Department of Education Child Nutrition Unit' in the center, the 'Arkansas Department of Education Leadership Support Service' logo on the right, and a pile of fresh vegetables on the far right. A large orange arrow points from the top left towards the 'Reports' button in the main navigation menu. The menu includes 'Match', 'Reports', 'User Guide', and 'Maintain Facilities'. Below the menu is a section for 'District' selection, with a dropdown menu currently showing 'CARLISLE SCHOOL DISTRICT'. A red box highlights the first link in the list: 'Match Report for the district: "CARLISLE SCHOOL DISTRICT"'. Another large orange arrow points from the top right towards this first link. Below the highlighted link are two other links: 'Notification Of Approval Report for the district: "CARLISLE SCHOOL DISTRICT"' and 'Match Results Access Report for the district: "CARLISLE SCHOOL DISTRICT"'. At the bottom of the page, there is a 'USDA Nondiscrimination Statement' logo, contact information for the Child Nutrition Unit (2020 West Third, Suite 404 • Little Rock, AR 72205 USA; Phone: (501) 324-9502; Fax: (501) 324-9505), and a 'Contact Us' link with a small group photo icon.

Step 1: Click 'Reports'

Step 2: Click first link

Arkansas Department of Education
Child Nutrition Unit
Leadership Support Service

Match Reports User Guide Maintain Facilities

District: CARLISLE SCHOOL DISTRICT

Match Report for the district: "CARLISLE SCHOOL DISTRICT"

Notification Of Approval Report for the district: "CARLISLE SCHOOL DISTRICT"

Match Results Access Report for the district: "CARLISLE SCHOOL DISTRICT"

USDA Nondiscrimination Statement

Child Nutrition Unit / ADE • 2020 West Third, Suite 404 • Little Rock, AR 72205 USA
Phone: (501) 324-9502 Fax: (501) 324-9505

Contact Us

CLICK THE DATE OF THE MATCH NEEDED

Browser address bar: <https://adesnap.arkansas.gov/AEDirectCertification/Reports/MatchHistoryByDistrict>

Page navigation: 1 of 1, 100%, Find | Next


Match Results for CARLISLE SCHOOL DISTRICT

Match Date	Matched By
03/14/2016	System
01/22/2016	System
09/21/2015	System
08/12/2015	System
03/15/2015	System
02/27/2015	System
01/21/2015	System
01/15/2015	System
12/31/2014	System
09/26/2014	System
09/15/2014	System
08/31/2014	System
08/13/2014	System

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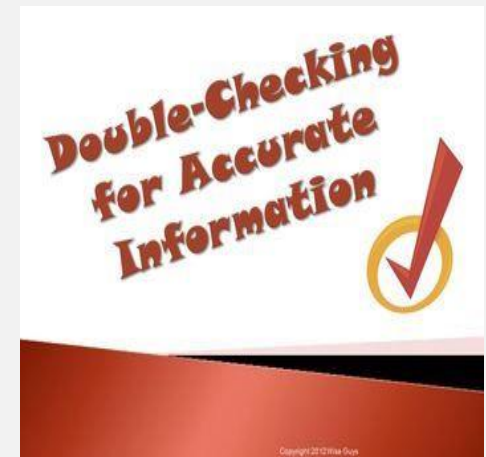
USING THE PORTAL

- Click on the 
- Click on Excel and save DC list.
- You can then sort the list into
 - EXACT MATCH
 - NO MATCH
 - HIGH PROBABILITY MATCH
 - LOW PROBABILITY MATCH



WHAT ABOUT HIGH PROBABILITY AND LOW PROBABILITY?

- It is the districts responsibility to check the **HIGH or LOW PROBABILITY MATCHES** for correct data.
 - After checking for accurate student record information – try to do an **INSTANT MATCH ON THE PORTAL.**
 - High or Low Probability does not mean that the student is directly certified. It simply means that the students should be checked more closely using data that is available at the local level.



INSTANT MATCH

STEP 1
CLICK

ADE DC Arkansas.gov Agencies Online Services State Directory Help

Arkansas Department of Education
Child Nutrition Unit
Direct Certification

Arkansas Department of Education
LEADERSHIP
SUPPORT
SERVICE

Match Reports User Guide Maintain Facilities

Manual Match Template
Instant Match
Upload and Process
Instant Match Reports
Match History
Match Results Access Report for the district: "CARLISLE SCHOOL DISTRICT"

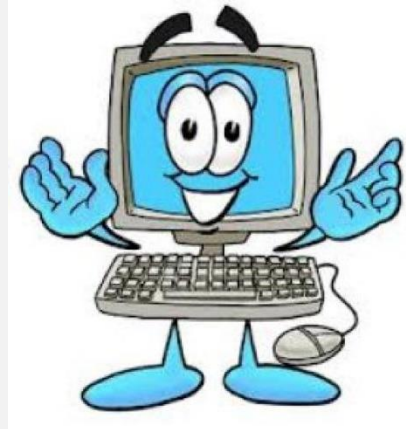
STEP 2:
CLICK

USDN Statement
Child Nutrition Unit / ADE • 2020 West Third, Suite 404 • Little Rock, AR 72205 USA
Phone: (501) 324-9502 Fax: (501) 324-9505
Contact Us cnu

ENTER IN REQUIRED FIELDS

HIGH/LOW PROBABILITY TURNED EXACT MATCH??

- Code your students correctly on the meal status window in eSchool.
- Print the screen that says “ Exact Match” for your source documentation.
- Be sure to mark your directly certified students correctly on the district’s master roster.

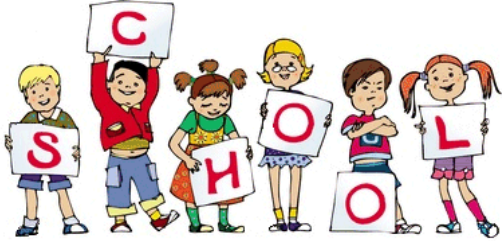


DIRECT CERTIFICATION PORTAL

- The DC Portal provides:
 - Instant match of student
 - Students new to the district can be checked for eligibility as soon as they are enrolled in eSchool
 - Groups of students can be uploaded to determine eligibility
 - Access to four statewide matches each school year
 - August
 - Mid-September
 - Mid-January
 - April 1



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CHANGES IN DISTRICT

- **New schools** in the district should be updated with CNU before the upload is made. Send the LEA number, the name of the school, the district name, the physical address of the school and the telephone number to CNU. Information should be provided before the first match occurs to avoid any issues.
- **New districts** must provide the same information to CNU. Information should be provided as soon as it becomes available.
- Student information ***may be delayed*** if this is not done in advance.



USDA GUIDELINES

- ***USDA requires*** that a school district access the portal a minimum of three times each year.



INFORMATION PROVIDED

- **NO MATCH**

- If students are “no match”, check applications or categorical lists to determine a student’s meal eligibility.

- **EXACT MATCH**

- If students are “exact match”, then they are coded as “04” in eSchool and receive free meals for the entire school year. Send the letter in the portal to the family to determine if other students live in the same household.
- If one student in a household has an “exact match”, then the benefit is extended to all students in the household.
- Document any student with extended benefits and keep on file:
Example: Same parent/guardian listed.



NOTIFICATION

- When the portal has been updated, an email will be sent directly to the person who is listed as the Direct Certification user.
- The email will announce that a new match list has been uploaded into the portal.
- Please read the email completely. Information provided will ensure accuracy in student data.



WHAT DO WE DO WITH THE INFORMATION?

- The **first** match is dropped into eSchool. *Randomly check students to determine if they are correctly coded “04” in the meal status window.*
- ***The three additional matches during the school year must be uploaded into eSchool. District personnel who work in eSchool must change the meal status of the student to “04” if the student’s status changes. All extended eligibility students are to be coded as “04” and entered into the meal status window.***
- Information will be updated throughout the year. The number of directly certified students will be reported in the Cycle 2 report to ADE, in the verification reporting to CNU, and in the Identified Student Population report on April 15.



POINT OF SERVICE

- All students that are free including directly certified, categorical listed and free by application are marked free “01” in the Point of Service (POS) Software
- Reduced students are “02” in the POS System.
- Paid students are “03” in the POS System.



- *Side note: Your software may have different codes for the free, reduced, and paid eligibility statuses.*



SPECIAL PROVISION SCHOOLS

- Schools choosing to participate in one of USDA's special provisions must keep students coded correctly in eSchool.
- **Community Eligibility Provision (CEP)** – students coded “04” (directly certified) or “01” and appear on a categorical list are reported to CNU on April 15 in the Identified Student Population (ISP) report.
 - Schools wishing to participate in CEP use the reported information to determine the district's identified student population.
 - If CEP is implemented, students are coded “01” or “04” in eSchool.
 - Students are all coded “01” in the POS system.
- **Provision 2 (P2)** – students are coded based on their applications in the base year.
 - Data (meal applications, DC and categorical lists) is collected throughout the base year.
 - Non-base year: All directly certified students are counted by categorical percentages.
 - Maintain accurate up-to-date coding of all students during non-base years. All students will be “01” or “04”. In the POS system all students will be “01”.



WHAT DOES THE DISTRICT NEED TO DO?

- Enter and maintain good data.
 - eSchool student data must be complete
 - Social Security Numbers
 - Date of Birth
 - Address
 - Students name as it appears on the birth certificate.
 - Update information in eSchool – address changes, etc.
 - Access matches



DID YOU ACCESS?

- Access Reports are ran at CNU after each match.
- CNU staff member will inform the district and charter area specialists' if they have not accessed the portal quarterly.
 - If you do not access the portal 3 times in the school year, it will be noted on your Administrative Review.

NEED MORE INFORMATION?

- Contact:

Arkansas Department of Education

Division of Elementary and Secondary Education

Child Nutrition Unit

501-324-9502



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